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SPECIAL PANEL
OFFICE OF RESEARCH AND DEVELOPMENT
24 February 1976

Attendees



ing Officer/ORD
D
to D/ORD
/ORD

1. There were no additions to the Agenda for 24 February 1976.

2. The Chairman noted that the Special Panel minutes for 29 January had been distributed at the CSP meeting on 2 February 1976. This distribution procedure of Special Panel minutes will be followed at all future CSP meetings.

3. ACTION : Promotion Recommendation -
[Redacted] ORD
Secretary Steno
GS-05 to GS-06

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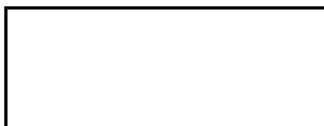
MAJORITY : Agreed that the consideration of the promotion recommendation for [Redacted] be postponed until after the competitive evaluation of GS-05's is completed in May.

4. ACTION : Promotion Recommendation -
[Redacted] ORD
Clerk Typist
GS-03 to GS-04

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MAJORITY : Approved to recommend promotion to [Redacted] and D/ORD.

5. ACTION : Consideration and discussion on ORD secretarial and clerical personnel taking the following courses:
Essential English, Workshop in Effective English, and Proofreading.



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APPROVED:

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March 8, 1976
Date